

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Deputy Director of Training (General)

DATE: 17 July 1952

FROM : Chief, Clerical Training Branch

SUBJECT: Weekly Summary Report

1. The week has been one of waiting rather than of activity. Vacations, space and personnel needs, unpredictable trends in the clerical recruitment program, two or three other Agency projects pending which will influence our Clerical Orientation Program -- all these have slowed our pace recently.

2. It may, therefore, be a good time to briefly orient our new Deputy Director to this branch of Training. There are three areas of operation, the last of these existing as yet only in the planned-and-ready-to-be-projected-stage.

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a. Clerical Refresher courses are given in Alcott Hall, Wing C, second floor, by [redacted] (in charge) and [redacted]. The regular courses include Shorthand, Typing, Filing, English Usage, and Correspondence Manual. In addition, both teachers give a great many hours to individual requests and needs in various offices, and I consider this latter use of time one of the important functions of this program. The courses are offered one hour a day for a three-week period, and the fourth week is used by the instructors to get out evaluation sheets, modify and create new lessons and courses, engage in special projects for the Offices and pre-test for the next session.

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b. The Induction Training Program takes place at [redacted] under the supervision of [redacted] as three teachers presently on her staff, one of them on temporary detail until a permanent person comes on duty. This program has been designed for two groups of clerical employees:

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(1) those with provisional clearance awaiting further clearance, and

(2) those new employees who do not meet the Agency minimum standards in typing and shorthand.

For the first group there is a two-week block of training to which a person may be assigned for full or part time and for the second group, specific

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courses in typing and shorthand to bring up the sub-standard skills. Courses begin on Wednesday and through the block program runs for two weeks, courses are arranged so that entry every week is possible. The schedule includes Typing, Shorthand, Transcription, Office Practice, Punctuation and Capitalization, Spelling, Grammar, and Geography.

c. The Clerical Orientation will eventually be required of every typist, steno, secretary, and clerk prior to her assignment to an office. The program will require the addition of at least one more member to the Clerical Training Branch, allocation of space and equipment, and coordination with other orientation programs. The course content has been modified many times, and at present I am inclined to think that the assignment of a clerical instructor to the [redacted] area to give daily classes in Telephone technique, Correspondence Manual, Office Protocol, and Agency Forms will be an expedient way to ease into a program which should as soon as possible become a regularized and required two-day session.

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